

# **PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)**

## **American Youth Leadership Program Office of Citizen Exchanges ECA-ECAPEC-14-036 Youth Programs Division**

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Youth Programs Division for the FY 2014 American Youth Leadership Program. The proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). An application not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

This document not only provides guidance for the preparation of a proposal for the American Youth Leadership Program but also establishes guidelines for the implementation of the cooperative agreements awarded under this competition.

### **I. STATEMENT OF WORK**

The U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) and the Public Affairs Sections (PAS) of U.S. Embassies are supporting the participation of high school students from the United States in intensive, substantive three- to four-week exchanges abroad. The FY 2014 American Youth Leadership Program is limited to the specific countries and groupings. Applicants may propose to conduct only one exchange project, as listed below.

- Bangladesh
- Cote d'Ivoire
- Cyprus
- Ecuador
- El Salvador
- Ghana
- Guyana
- Malaysia
- Marshall Islands
- Senegal
- Thailand
- Ukraine
- Bulgaria and Macedonia\*
- Hong Kong and South China (limited to Guangdong, Guangxi, Hainan, and Fujian Provinces)\*
- Israel and the Palestinian Territories\*

\* In these three projects, applicants should propose one three- to four-week exchange where participants spend approximately half the exchange period in each location and experience

balanced and diverse perspectives.

The program will provide an opportunity for the American participants to gain firsthand knowledge of foreign cultures and to collaborate on solving global issues. Applicants should choose from one the following four broad themes, (1) the role of the media, (2) the environment and climate change, (3) food security and nutrition, or (4) science and technology, and narrow it down to a more specific topic within the subject area. The exchange participants will engage in a variety of activities that provide an introduction to the civic, cultural, and educational institutions of the host country through workshops on leadership and service, community site visits related to the program themes, interactive training, simulations, debates, presentations, visits to high schools, and local cultural activities. The participants will have opportunities for substantive interaction with each other and the peers of the host country.

The award recipient's specific responsibilities for each project include:

1) Recruitment and Selection

- a) Conduct an open, merit-based competition for youth exchange participants (and optional adult exchange participants) in the United States, with clearly identified criteria for the selection and a formal process that includes an application and an interview (by phone, virtually, or in-person). Detailed plans must be provided to ECA for approval.
- b) Develop plans for outreach and recruitment of participants that will generate a strong pool of qualified candidates. The recruitment does not necessarily need to take place at a national level, but should attract a pool of candidates who represent the diversity of the specified region, including candidates with sensory impairments, intellectual and physical disabilities, or cross-disabilities. Applicants that commit to including at least 40 percent of participants with disabilities may propose to focus on recruiting participants with a similar type of disability or individuals with a range of special needs. Detailed plans must be provided to ECA for approval.
- c) Develop plans for how peers from the host country will be identified to take part in exchange activities with the exchange participants.
- d) Maintain a program website with basic information about the program and how to apply.
- e) Develop application forms in consultation with ECA.
- f) Recommend the final participants and alternates for approval. No invitations may be issued without ECA clearance.

2) Preparation

- a) Contact participants before the program to provide them with program information, pre-departure materials, and to gather information about their specific interests.
- b) Facilitate the passport and visa application process for the participants, as needed.
- c) Ensure that each participant meets medical and health standards and has required immunizations to travel to the partner country(ies).
- d) Enroll participants in the Bureau's Accident and Sickness Program for Exchanges (ASPE) health benefits plan for the duration of the exchange, and assist with claims as necessary.
- e) Conduct a pre-departure orientation for participants, including general and program-specific information, as well as intercultural training.
- f) Hire and train staff, as needed, to accompany participants during the exchange period.

- Criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for all program staff.
- g) Make housing arrangements. Carefully recruit, screen, and select diverse local host families to offer homestays to the participants for the majority of the exchange period. Host families may receive a modest living allowance. Consult with the U.S. Embassy or Consulate on host family locations (regions, neighborhoods). Monitor housing arrangements to ensure the health and safety of participants.
  - h) Orient participating organizations, staff, and families to the goals of the program and to the cultures and sensitivities of the participants.
  - i) Make arrangements for interpreters, as needed.
  - j) Provide reasonable accommodation for participants with disabilities, as needed.
  - k) Make all round-trip international (complying with the Fly America Act) and domestic travel arrangements for the participants.
- 3) Exchange Activities
- a) Design, plan, and implement an intensive and substantive three- to four-week exchange program on one of the stated themes in the RFGP. Exchange activities must promote program goals. Activities will be school and community-based, as appropriate to the project.
  - b) Arrange appropriate community, cultural, social, and civic activities.
  - c) Engage participants in at least two community service activities during the exchange.
  - d) Provide reasonable accommodations so all participants can engage fully in all program activities.
  - e) Provide day-to-day monitoring of the participants' well-being, preventing and dealing with any misunderstandings or adjustment issues that may arise in a timely manner. Inform ECA and PAS about any significant health or safety issues affecting program participants.
  - f) Provide a welcome orientation to serve as an introduction to the program and its objectives as well as an introduction to the host country.
  - g) Provide a closing session to summarize project activities, prepare participants for their return home, and plan for the future.
- 4) Follow-on activities
- a) Conduct follow-on activities with program alumni that reinforce values and skills imparted during the exchange program and help them apply what they have learned to serve their schools and communities. Activities may include host country peers.
  - b) Present creative and effective ways to address project themes, for both program participants and their peers, as a means to amplify program impact.
  - c) Support alumni in making presentations or preparing articles to share their experiences once they return home.
- 5) Design and implement an evaluation plan that assesses the impact of the program (See section IV.3d.3 of the RFGP).
- 6) Work in consultation with ECA and PAS in the implementation of the program, provide timely reporting of progress to ECA and PAS, and comply with financial and program reporting requirements.
- 7) Manage all financial aspects of the program, including stipend disbursements to the participants and management of sub-grant relationships with partner organizations.
- 8) Attend a one-day meeting arranged by ECA, to be held in Washington, D.C. in Fall 2014.

The date and agenda will be set in consultation with the recipients.

The Department of State's responsibilities include:

- 1) Provide advice and assistance in the execution of all program components.
- 2) Facilitate interaction within the Department, to include ECA, the regional bureaus, and overseas posts.
- 3) Arrange meetings with Department of State officials in the United States and/or the partner countries.
- 4) Approve the selection of final candidates and alternates.
- 5) Approve outreach/recruitment plans, publicity materials, web content, application forms, and final calendar of exchange activities.
- 6) Approve housing arrangements, including the host families.
- 7) Monitor and evaluate the program, through regular communication with the award recipient and possibly one or more site visits.
- 8) Host a one-day meeting for award recipients in Washington, D.C. in Fall 2014. The date and agenda will be set in consultation with the recipients.
- 9) Perform an annual performance evaluation/review. Satisfactory performance and the availability of funds are conditions of continued administration of the program and execution of all option years.

## **II. PROGRAM SPECIFIC GUIDELINES**

Organizational Capacity: In addition to their U.S. presence, applicants must have the organizational capacity in the relevant country to implement the in-country activities and organize a content-rich exchange program for the American participants. This capacity may take the form of a branch office of the U.S. applicant organization, a non-governmental partner organization, or other associate(s) with demonstrated experience in educational exchange that can coordinate the program nationally. Award recipients will be responsible for their partners' activities under the cooperative agreement, both programmatically and financially. All applicants need to identify their representation in the partner countries and describe their partners' responsibilities and qualifications. Applicants must also describe their working relationship with the partner organization(s) and detail the division of program responsibilities between the award recipient and the partner organization(s). Applicants and their partners must be able to provide reasonable accommodations as needed so all participants can engage in all program activities. Organizations with little experience working with young people who have disabilities may look to ECA's National Clearinghouse on Disability and Exchange, administered by Mobility International USA (<http://www.miusa.org/ncde>) as a resource and should explain in the proposal how they plan to build their capacity in this area.

Participants: Each proposed project should include 15 to 20 youth participants, as well as 2 to 4 travelling adult participants, staff, and/or consultants. All participants must be U.S. citizens. Preference should be given to individuals who have not previously traveled abroad (especially on a U.S. government-sponsored program) nor would have the opportunity to travel abroad if it weren't for this program. Recruitment efforts do not need to take place at a national level, but should be designed to attract quality applicants that represent the diversity of the United States. Diversity addresses, but is not limited to, ethnicity, race, gender, religion, geographic location,

socio-economic status, and disabilities. Special efforts must be made to ensure that individuals with sensory impairments, intellectual and physical disabilities, or cross-disabilities are aware of the program and encouraged to apply. This does not preclude able-bodied individuals from applying for or participating in the program. It is desirable that a few participants live in the same community to facilitate future collaboration upon their return to the United States.

The youth participants will:

- be selected through an open, merit-based competition
- be high school students between the ages of 15 and 17 years old at the start of the exchange;
- attend at least one semester of high school after the exchange program.
- demonstrate an interest in the partner country and/or the project theme;
- demonstrate leadership aptitude and service to the community;
- exhibit flexibility, maturity, integrity, good social skills, and open-mindedness; and
- have the motivation necessary to be active and successful exchange participants;

Applicants should detail in their proposals plans for providing appropriate adult accompaniment. The adults travelling on the exchange should be U.S. citizens and may include competitively-selected participants (teachers, trainers, school administrators, and/or community leaders who work with youth); staff of the award recipient organization; and/or consultants. The adults should participate in all exchange activities; this shared experience with the students will allow them to serve as mentors for the youth and support them in their follow on projects once they return home. In addition, it is expected that staff of the in-country partner organization will assist with the exchange activities. The role of the adults will vary depending on their position. For example, competitively selected participants would not be paid to participate in the exchange and should have opportunities for professional development during the exchange.

Eligibility policy: The Youth Programs Division seeks to make youth exchange programs funded by ECA available to a wide and diverse American audience. Also, ECA wants to prevent conflict of interest issues from arising with regard to Department employees who are involved in particular scholarships and exchange programs. This eligibility policy is in addition to any program specific requirements and applies only to U.S. participants in the following programs sponsored (funded) by the Youth Programs Division, and only for programs that include travel outside of the United States:

- Kennedy-Lugar Youth Exchange and Study (YES Abroad)
  - National Security Language Initiative for Youth (NSLI-Y)
  - Congress-Bundestag Youth Exchange (CBYX)
  - American Youth Leadership Program (AYLP)
  - Youth Leadership Program (only participants who traveled overseas)
  - Youth Ambassadors Program
- Participation in Multiple Programs: Participation in more than one of the above-listed Youth Programs Division-sponsored exchange programs is permitted only in the following circumstances:
    - The programs do not take place in the same calendar year
    - The first program in which the individual participated was a short-duration

- program of eight (8) weeks or less AND the second program is a semester or academic year program
  - Alumni of the semester and academic year programs are NOT eligible to apply for any of the programs listed above
  - Under no circumstances may an individual participate in more than two of the above-listed programs
- Family members of Department employees: Family members of employees of the Department whose official duties involve an ECA Youth Programs Division exchange program would be precluded from applying for that program. This is because there would be a conflict of interest or the appearance thereof if employees engage in official matters that affect the interests of their family members. In circumstances where a family member other than a spouse or dependent child wants to participate in a program in which the employee has official duties, the appropriateness of the employee engaging in such matters should be discussed with a Department Ethics attorney.
- Family members of affiliated private sector employees: Family members of employees of ECA-funded implementers of grant programs and Department contractors whose official duties involve a particular ECA-funded youth exchange program are technically ineligible for that program. Family members include spouse and dependent children.

Orientations: The award recipient will conduct a pre-departure orientation in the United States and a welcome orientation in the host country to introduce the participants to the host country and to prepare them for the activities ahead. The orientations should include a general political, historical, educational, and cultural introduction to the partner country, plus information related specifically to the objectives and themes of the program, as well as practical and administrative information. The recipient should consider including the parents/guardians of the youth participants in the pre-departure orientation, or providing them with separate materials. ECA will be invited to participate in the pre-departure orientation (though it need not take place in Washington, D.C.) and the U.S. Embassy should be invited to participate in the welcome orientation.

Applicants are strongly encouraged to hold a ‘gateway’ orientation in the U.S. departure city immediately prior to departure to the host country to facilitate the participants’ international travel. A gateway orientation facilitates the logistics of managing participant arrivals on various flights, allows for the potential of late arrivals due to flight delays or cancellations, and ensures the entire group can travel on the international itinerary together. The gateway orientation may be in addition to another pre-departure orientation conducted earlier and in another location or it may serve as the pre-departure orientation if it covers the topics listed above.

Exchange Program: The program delivery should be primarily interactive activities, practical experiences, and other opportunities that provide an introduction to the civic, cultural, and educational institutions of the host country. Activities should help the participants to build their leadership skills, get a hands-on feel for the topic, and recreate similar activities for their peers back home. The Bureau urges applicants to present innovative, resourceful, and effective programming ideas. Applicants should justify their choices by explaining how their program plan will meet the stated goals. Applicants should propose an anticipated plan to provide

reasonable accommodation to those participants who need it throughout the program. A full explanation of the reasonable accommodation plan will be required from the award recipient upon selection of the participants and identification of their specific needs.

The activities could include a mix of workshops or training sessions, simulations and role-playing, teambuilding exercises, case studies, volunteer service, leadership training, meetings, classroom visits, site visits, and social time among peers. Many of these should be planned in conjunction with participation in school and community activities in a way that is mutually educational for the exchange participants and their hosts/peers. Language classes a few hours each week should be included to facilitate interaction between the exchange participants and the people of the host country. Exchange participants should not attend classes in a school for more than a few days without a direct purpose in supporting program goals. All programming must include sustained, meaningful interaction with host country peers. Cultural and recreational activities will balance the schedule.

Each project will include time in the capital city or a major city of the host country for educational activities that focus on the political system and citizen involvement in public life. This time should also include a meeting with the U.S. Embassy or Consulate to provide exposure to U.S. foreign policy as it relates to the host country. This segment and the remaining weeks in communities outside of the capital city will include a variety of activities and will offer the participants exposure to the diversity of life in the host country.

Examples of the kinds of program activities that may be included:

- Leadership development with workshop trainers or organizations
- Community service/volunteer activities
- Peer training/education workshops
- Teambuilding exercises
- Project/time management workshops
- Meetings with government, community, and business leaders
- Exercises related to increasing tolerance and cooperation and developing strategies for future collaboration and cooperation among participants
- Dialogues, simulations, role plays and other activities aimed at helping participants articulate their thoughts about the project's themes
- Visits to historical sites, government and community centers, museums and landmarks that combine learning about principals of government, history, and society with tourism
- Sports, drama, fine arts, musical and other extracurricular activities which provide opportunities for participants to work and play together

Exchanges will end with a closing session that focuses on summarizing the experience, developing action plans for activities at home, and preparing for re-entry. The participants will be encouraged and assisted in developing projects to implement on their return home. The ideas and action plans should spring from the participants, but the project staff should be prepared to assist and direct the participants in developing these plans both during the exchange and during the follow-on period.

Sites: In addition to visiting the capital or major city of the host country, the delegations should

spend their time in no more than one or two locations so that the participants have time to familiarize themselves with a community. Applicant organizations should describe the rationale for their location selections. The Bureau encourages applicants to consider proximity to sites of historical or cultural interest, access to organizations that can conduct appropriate workshops, and representation of the diversity of the host country. The Bureau strongly encourages applicants to consult with the U.S. Embassy in the host country on program locations. Contact ECA Program Officer Jennifer Phillips at PhillipsJA@state.gov for Embassy contact information.

Accommodations: Homestays with local families must be arranged for a significant portion of the exchange period. A significant period will offer the participants sufficient time to become familiar with life in a local home, but may be somewhat abbreviated given the possible language and cultural barriers. Alternate housing arrangements will be considered based on the local environment; applicants must provide a strong justification and request approval from the Program Office if home stays are not proposed. A dormitory, hotel, or other housing with appropriate adult supervision is an acceptable arrangement for other segments of the program, such as the welcome orientation, the capital city program, the closing session, or special workshops.

The award recipient must have a clear and careful recruitment, screening, and selection process for host families, and must also provide the families with an orientation prior to the arrival of their exchange participants, emphasizing the goals of the program. Screening needs to include a visit to the home to meet all members of the household to ensure that the host family is capable of providing a comfortable and nurturing home environment. References should also be checked. The orientation will provide families with detailed information on the exchange program, the parameters of their participation, duties and obligations, and information on cultural differences and practices.

ECA encourages diversity in the recruitment and selection of host families. They may represent diversity in family size and structure, race and ethnicity, socio-economic status, religion, and geography, and disabilities. While exchange participants may share a room with someone of a similar age and the same gender, they must have their own bed. Participants may be placed with host families as singles or in pairs. Host families need to have adequate financial resources to undertake hosting obligations, and may receive a reasonable reimbursement to cover the costs associated with hosting a student, but not to serve as a financial incentive. The amounts of any stipends or allowances should be justified based on the host country's local economy.

Follow-on Activities for Alumni: The award recipient will design activities for alumni, which may include host country peers, such as mini-grants or collaborative projects that are facilitated online, making the most of participants that are located in the same town or region. The recipient will mentor participants in the implementation of these activities. The Bureau seeks creative ideas to ensure that the alumni can effectively pursue the remaining activities of the program, particularly ideas that make use of the program themes, language, and culture of the host country, and amplify the program impact through their peers. Alumni programming in the form of seminars, newsletters, and listservs provides critical program follow-on and serves to maximize and extend the benefit of the participants' program in the host country. Alumni



tracking is crucial for the evaluation of the program and for the implementation of follow-on programs. All alumni contact information gathered by the award recipients on behalf of this program must be made available to the Department of State. Please refer to the Proposal Submission Instructions (PSI) for additional guidance.

Evaluation: The Government Performance and Results Act (GPRA) of 1993 requires that federal agencies measure the results of their programs in meeting performance goals. The proposal should demonstrate the applicant's plan to measure the long-term impact of the program. The follow-on activities will provide an opportunity to assess the impact of the exchanges on the participants, to determine how their attitudes have changed, and to evaluate the acquisition of knowledge and skills associated with program themes.

Other Notes: The recipient organization is responsible for all components of the program outlined in this document. In addition, the Bureau requires recipient organizations to communicate with ECA and PAS on a regular basis about program activities, including recruitment, selection and orientations, host family locations, publicity, and follow-on activities. The organization must also inform the ECA program officer of their progress at each stage of the project's implementation in a timely fashion. All materials and correspondence related to the program will call this the "American Youth Leadership Program" and identify it as a program of the U.S. Department of State's Bureau of Educational and Cultural Affairs. The Bureau will retain copyright use of and can distribute materials related to this program as it sees fit.

### **III. PROPOSAL CONTENTS**

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible. The proposal should address succinctly, but completely, the elements described below and must follow all format requirements.

**NOTE:** Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items under the section headings in the GrantSolutions Application Checklist:

#### **Online Forms**

Application for Federal Assistance Cover Sheet (SF-424)

SF-424A, Budget Information – Non-Construction Programs

SF-424B, "Assurances - Nonconstruction Programs"

Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.

## **Program Narrative**

### *Executive Summary (One page)*

In one double-spaced page, provide the following information about the project:

1. Identification of applicant, partner country(ies), and participating organizations
2. Identification of the Project
3. Overview of exchange participants
4. Beginning and ending dates of the exchanges
5. Proposed themes
6. Nature of activity and venues
7. Funding level requested from the Bureau, program cost, total cost-sharing from applicant and other sources

### *Narrative*

Within 20 double-spaced, single sided pages with one inch margins, in a size 11 or 12 font, provide a detailed description of the project addressing the areas listed below. In the narrative, applicants should not only describe major program activities but also explain and justify their programmatic choices.

1. **Vision and Motivation:** Describe the project objectives and the desired outcomes, i.e., the knowledge, skills, and/or attitudinal changes that the participants will acquire. Also describe the applicant's motivation for applying to conduct the project.
2. **Participating Organizations:** Identify critical partner organizations for the program, their roles, and the applicant's reasons for including them. Applicants must also describe their working relationship with the partner organization(s) and detail the division of program responsibilities between the award recipient and the partner organization(s).
3. **Recruitment, Screening, and Selection:** Describe how the applicant will implement a recruitment and selection plan, paying special attention to recruitment of candidates with sensory impairments, intellectual and physical disabilities, or cross-disabilities. Present a plan for advertising the program. Outline both the process and the criteria by which finalists will be selected. Also, describe plans for identifying peers of the host country.
4. **Project Activities:** Describe the components of the exchanges, including project planning, orientations, manifestation of the project themes, educational activities, cultural activities, meetings, site visits, community service, and the closing session. Provide an initial plan for providing reasonable accommodations for participants who need them in all stages of the program. A further detailed plan will be required once a cooperative agreement is awarded. A detailed outline of the three- to four-week exchanges should be included as an appendix. Also, describe support for follow-on activities.
5. **Travel, Housing, and Other Logistics:** Detail how the applicant will arrange international travel (in compliance with the Fly America Act); domestic travel; homestays and other housing arrangements; ground transportation; stipend disbursement; interpretation; and relevant administrative matters.

6. **Participant Monitoring:** Detail how the applicant will assure the well-being, safety, and security of program participants during all stages of the program.
7. **Program Evaluation:** In the submitted proposal, applicants should include a plan describing how success in meeting the stated goals of the program will be measured and reported. ECA recommends that the proposal include a draft survey questionnaire or other technique.
8. **Diversity:** Explain how the program managers will be pro-active in supporting diversity in participant selection and in program content, demonstrating how diversity can contribute to a vibrant civil society. Diversity addresses, but is not limited to, ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities.
9. **Institutional Capacity and Project Management:** Outline the applicant organization's capacity for doing projects of this nature, focusing on three areas of competency: provision of educational and thematic programs, age-appropriate programming for youth, and previous work in the region. Describe the program staffing (individuals and responsibilities), qualifications, structure, and resources. Include this information for primary partner organizations as well.
10. **Work Plan/Schedule:** Outline the phases of the project planning and implementation for the entire award period. Provide a draft schedule of daily activities of the exchanges in an appendix.
11. **Option Year:** Applicants should provide a brief commitment to implement the program for the base year, plus one additional option year, pending successful program performance and availability of funds

### **Additional Information to be Submitted**

#### *Detailed Budget*

It is anticipated that the approximate level of funding available for this program in FY-2014 (base-year of funding) is \$1,350,000, which will support multiple cooperative agreements for exchanges between the United States and the selected partner countries. Each project should cost a total of approximately \$150,000 to \$200,000. Applicants that commit to including at least 40 percent of participants with disabilities can budget up to an additional \$50,000 for a total of approximately \$200,000 to \$250,000 per project. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

The available funding may be used to support the program and administrative costs necessary to implement the program as described in this solicitation. Please submit a comprehensive line item budget for each project, as stated in the Proposal Submission Instructions. An explanatory budget narrative must also be included.

Suggested program costs include, but are not limited to, the following:

- Staff travel
- Participant travel (international, domestic, ground transportation, passport and visa fees)

- Orientations
- Cultural and social activities
- Meeting costs
- Lodging, when not in homestay
- Living allowance for host families
- Food (primarily group meals)
- Interpreters, if necessary
- Reasonable accommodations for participants with disabilities
- Follow-on activities
- Evaluation
- Pocket money for participants' incidental expenses
- Other justifiable expenses directly related to supporting program activities
- Travel and per diem at USG rates for one staff member to attend the American Youth Leadership Awardee meeting in Washington, D.C. The staff member should be someone who is closely involved with the American Youth Leadership Program. While the award may be used to fund the travel of only one representative, organizations are welcome to send additional representatives of their American Youth Leadership Program staff as desired.

Significant cost sharing is expected and will enhance the proposal. While there is no rigid ratio of administrative to program costs, the Bureau urges applicants to keep administrative costs as low and reasonable as possible. Proposals should show strong administrative cost sharing contributions from the applicant, the in-country partner, and other sources. It is allowable to ask applicants to pay a modest fee or selected participants to cover modest expenses associated with the program (such as for passports and immunizations), but it is not allowable to include full-paying participants in the program.

Maximum limits on grant funding are as follows: Books and educational materials allowance-\$100 per participant; Conference room rental costs-\$250 per day per room; Consultant fees and honoraria-\$250/day; Cultural allowance-\$150 per participant; Per diem-standard government rates; Evaluation costs- 3% of the grant. Organizations are encouraged to cost-share any rates that exceed these amounts.

Applicants should contact the embassy or a consulate of the host country to find out their visa requirements, and should budget for applicants' visas, if needed. Exchange participants will be enrolled in the Bureau's Accident and Sickness Program for Exchanges (ASPE) to provide them with health benefits during the exchange; this cost does not need to be included in the budget. More information on ASPE is available at <http://www.usdos.sevencorners.com>.

Please refer to the PSI for allowable costs and complete budget guidelines and formatting instructions.

*Letters of commitment.* Include pledges to participate in the program's implementation from significant partner organizations, including those in the partner country and any receiving a sub-award.

*Resumes* of all program staff should be included in the submission. No one resume should

exceed two pages.

*Attachments/appendices* (please limit to those materials essential for understanding the proposed program such as a draft schedule, application forms, or evaluation questionnaires).

*First Time Applicant Attachments, if applicable.*

First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements.

Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

**Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

Include other attachments, if applicable, i.e. the SF-LLL form, etc.

## **APPLICATION SUBMISSION**

**The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information on the program or the proposal submission, contact the Youth Programs Division program officer Jennifer Phillips, Telephone: (202) 632-9352; Fax: (202) 632-9355; e-mail address: PhillipsJA@state.gov.**